

## **Minutes of the Veneta Park Board December 3, 2014**

### **Board Members**

**Present:** Josie Hedenstrom, Cathy Coulson-Keegan, Elmira Louie, Dennis Paronto, Carol Petty and Craig Soderberg

**Others:** Kay Bork, Community Services Director, Ric Ingham, City Administrator; and Darci Henneman, Assistant City Recorder

---

1. Public Comment

Cathy introduced Robert McCarthy.

Mr. McCarthy said he has lived on Suttle Rd. in Veneta for 15 years. He has talked with Cathy about becoming a park board member and he also volunteered at last year's Easter Egg Hunt.

Craig thanked Mr. McCarthy for attending today's meeting.

2. Approve Minutes for November 5, 2014

Dennis motioned to approve minutes, Elmira seconded, all approved.

In response to a question from Craig, Darci said she has not received the Easter Egg Hunt and/or Harvest Festival event binders from Penny.

Craig said Penny responded to his email which indicated she appreciated the Board wanting her to be involved but she is not able to commit at this time so she will be stepping back from the Park Board. Craig said Penny also indicated she will be involved when she can.

Ric said the Board can accept her email as her resignation and list her position as vacant through March of 2016.

In response to a question from Cathy, Ric said Penny filled a non-resident position. He said he will ask Penny if she can attend the February 23, 2015 City Council meeting when the Park Board presents the 2014 Annual Report to the Council, and if so, to bring the event binders.

3. Event Planning

a. Tree Lighting

Dennis attended the Tree Lighting committee meeting last night. He said he would like to start the set up at 5:30 so Santa is ready at 6:00 p.m. He said the Key Club will give all spectators a raffle ticket to win prizes donated from community businesses. He said Mayor Larson will address the crowd and both elementary choirs will be attending. He said Santa will start first to make sure all the kids get to see him and pets are also welcome. He said Craig is the Park Board lead for the Santa session and all volunteers will be wearing hats and will need to sign the volunteer sign-up sheet. Dennis said the committee has the tree lights, the pop up, and candy canes and Ric is bringing Santa's chair. Dennis said the Santa hats will be dropped off at the Chamber office.

In response to a question from Ric, Dennis said Santa will be next to the Chamber office and the choir will be to the right of the tree.

Dennis said set up wasn't discussed last night but he will have everything arranged. He said Finn King from the Key Club is in charge of Club volunteers and he will make sure the

volunteers are all signed up.

Ric said he will bring a few safety vests for volunteers to wear.

b. Light Parade

Ric said the parade starts at 7:00 p.m. and the staging begins at 6:00 p.m. at Veneta Elementary. He said registration and the safety check will take place at 6:15 on Jack Kelley Dr. Santa and Mayor Larson will lead the parade. He said this year the Chamber received 25 float permits. He reviewed the route and said there will be four Lane County deputies, deputy reserves, and the CERT Team will all assist with public safety at 17 street crossings or intersections, as well as at Veneta Elementary and on Jack Kelley Dr. He said key intersections will be closed at specific times and any and all Park Board volunteers are welcome. He said he will meet volunteers at City Hall at 5:30 to hand out vests.

In response to a question from Carol, Ric said the Park Board safety vests couldn't be ordered in time for the parade.

Craig asked for volunteers to help with crowd control.

c. Easter Egg Hunt

Dennis will need to order the eggs before Christmas for the Saturday April 4<sup>th</sup> Easter Egg Hunt.

Ric said we need to make sure we get the event budget on the January agenda. And also look for a Park Board member to help Dennis with this year's event; and possibly take over chairing the Egg Hunt next year.

In response to a question from Ric, Dennis said the egg stuffing is Saturday, March 28<sup>th</sup>, one week before the hunt and the first committee meeting will held at the end of January.

d. Earth Day

i. Update from Carol

Carol said after meeting with Olivia Johnson, Earth Day has been scheduled for April 24<sup>th</sup> at Veneta Elementary. She said the next meeting with Olivia will be in January. Carol said she still has about 100 pine cones and would like to schedule putting together the feeders. She will keep the Board updated on event details.

Cathy she has been working on recruiting another Park Board member, Linda, who lives in City limits. She said Linda is thinking about joining the Park Board but would also like to have a booth at Earth Day to teach students how to make pine needle baskets.

Carol said there were more tables last year than before but it continues to grow. She suggested Cathy's friend come to the January meeting.

Ric said we also should discuss approving the event budget for any supplies needed for an Earth Day booth. He said the Park Board is a main sponsor of the Earth Day event but it takes so many other community organizations to make all of the events successful.

Summer pool events and Arbor Day are other events the Park Board participates with.

Ric said Brittany Boothe had her baby in September and the City is having a celebration for her on Monday December 15<sup>th</sup> at 6:30. He said she did not run for office of City Councilor at the November 2014 election so in January, 2015 Mayor Larson will make

the Council liaison appointments. He said it looks as though Mayor Larson will be the liaison to the Park Board.

Craig said he and Ric talked about removing the City/Non-City status of all Park Board positions. He said he will bring that to the City Council in February when he presents the 2014 Annual Report.

Ric said he will provide Craig with information from the City's Charter to make sure that language is clear.

Ric said Dennis, Elmira and Josie will all be leaving in soon. He asked that Josie and Elmira look for replacements for their student positions.

Elmira said she's talked with Brad Renfro, who will be a junior next year, and he seems interested in joining the Park Board.

Josie said she knows of someone that may be interested.

Ric said all potential student representatives are welcome to sit in on a meeting. He said he's hopeful Elmira and Josie will continue on as members through the 2015 school year. He suggested any new recruitments should attend a meeting before Elmira and Josie step down from the Board and to make sure they all submit a Park Board application.

Dennis reminded everyone to make sure to fill out their monthly volunteer time sheets. He said time spent away from the building should be noted.

4. Next Meeting – January 7, 2015

Carol motioned to adjourn the meeting, Cathy seconded, all approved.  
The meeting was adjourned at 5:15 p.m.